

CONSTRUCTION INDUSTRY RESOURCE GUIDE

SEPTEMBER 2008

*Compiled in conjunction
with the
2008 Small Contractors Training Series*

What's inside:

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WEB SITES THAT PROVIDE CONTRACTING OPPORTUNITY INFORMATION

CITY OF HOUSTON - ADMINISTRATION & REGULATORY AFFAIRS – STRATEGIC PURCHASING DIVISION

901 Bagby, City Hall, B-109; Houston, TX 77002; (713) 247-1740 or (832) 393-8800; Fax: (713) 247-1723

Web site: <https://purchasing.houstontx.gov>

Visit the City of Houston's Strategic Purchasing Division's web site at <https://purchasing.houstontx.gov> where you will be able:

- to learn how to do business with the City of Houston
- to download current formal bids and RFPs
- to view the pre-bid and pre-proposal conference schedules
- to review the closed bids, RFPs, and tabulations
- to find where to look for insurance and indemnification requirements
- to learn about the City's certification programs for Minority/Women/Disadvantaged Business Enterprises (MWDBEs) and Persons with Disabilities Business Enterprises (PDBEs)

HARRIS COUNTY

1001 Preston, Suite 670; Houston, TX 77002; Ph: (713) 755-5036; Fax: (713) 755-6695

Web site: www.hctx.net/purchasing

Visit www.hctx.net/purchasing where you will be able:

- to learn how to do business with Harris County
- to find current bid listings, contract status, and bid archives
- to view bid/RFP sample packages
- to review bid tabulations

HOUSTON INDEPENDENT SCHOOL DISTRICT (HISD)

Office of Business Assistance

4400 West 18th Street, Level 1 (SE); Houston, TX 77092; (713) 556-7222 or 7201; Fax: (713) 556-7243

Web site: www.houstonisd.org

Visit HISD's web site at www.houstonisd.org where you will be able:

- to learn how to do business with the Houston Independent School District
- to find information on proposal and bid solicitations
- to review information about Minority/Women Business Enterprise (M/WBE) participation
- to examine the annual proposal calendar online
- to find out how to obtain a copy of the bid tabulation

METROPOLITAN TRANSIT AUTHORITY OF HARRIS COUNTY (METRO)

1900 Main St.; Louisiana; Houston, TX 77002; (713) 739-4846; Fax: (713) 739-3857

Web site: www.ridemetro.org

Visit the Metropolitan Transit Authority of Harris County's web site at www.ridemetro.org (go to opportunities):

- to learn how to do business with METRO
- to view and download current solicitations more than or equal to \$25,000
- to view contract award information
- to find out about METRO's Small Business Program and the benefits of certification
- to learn about METRO's Contract Compliance Program
- to find out about METRO Opportunities University (MOU)

PORT OF HOUSTON AUTHORITY

111 East Loop North; Houston, TX 77029; (713) 670-2400; Fax for Small Business Development staff: (713) 670-2498

Web site: www.portofhouston.com/busdev/busdev.html

Visit the Port of Houston Authority's web site at www.portofhouston.com/busdev/busdev.html:

- to learn how to do business with the Port
- to view bid and proposal notices
- to find information on pre-bid conferences
- to learn about the Port's Small Business Development Program

CITY CERTIFICATION & RESOURCES

CITY OF HOUSTON – MAYOR'S OFFICE

Affirmative Action and Contract Compliance Division

Minority, Women, and Disadvantaged Business Enterprise (MWDBE) Program

Persons with Disabilities Business Enterprise (PDBE) Program

Small Business Enterprise (SBE) Program

611 Walker, 7th floor; Houston, TX 77002; (713) 837-9000; Fax: (713) 837-9052

Web site: www.houstontx.gov

- Certification of MWDBEs, SBEs, and PDBEs and monthly S/MWDBE/PDBE Directory
- Provides ***Contracting Guide, Sources of Assistance***, and quarterly newsletter, ***The Source*** (To view publications go to www.houstontx.gov, click Affirmative Action and Contract Compliance, then click publications)
- Pre-certification workshops, Thursdays, 2:00 p.m.; *How to do Business with the City* workshops and *How to Prepare a Successful Bid* workshops
- Technical assistance workshops and seminars for small, MWDBE, and PDBE firms
- Sponsors Government Procurement Connections; Co-sponsors EXPO and Greater Houston Business Procurement Forum monthly breakfast
- Bid notifications by fax and e-mail
- Ombudsman services for assistance, information, and dispute resolution
- E-mail: velma.laws@cityofhouston.net

CITY OF HOUSTON - DEPARTMENT OF PUBLIC WORKS AND ENGINEERING

611 Walker, 25th floor; Houston, TX 77002; (713) 837-0540; Fax: (713) 837-0698

Web site: www.houstontx.gov/publicworks/index.html

- Information on all design and construction bid phase infrastructure projects in the Water, Wastewater, Street and Bridge, and Storm Water programs of the City's Adopted Capital Improvement Plan (CIP).
- The primary goal of the Engineering and Construction Division is to meet its CIP commitments in a cost-effective manner by utilizing the expertise of the engineering and construction communities with as little inconvenience to the citizens of Houston as possible.
- Procurement Information:
 - David Guernsey, Division Manager; (713) 238-5241; Fax (713) 238-5294
 - Jerry Roberts, Division Manager; (713) 238-5271; Fax (713) 238-5294
 - 319 St. Emanuel; Houston, TX 77002
- Information on Small Business Opportunities
 - Tony Henshaw, Manager, Small Business Development Group
 - 611 Walker, 23rd floor; Houston, TX 77002; (713) 837-0374; Fax: (713) 837-0960
 - SBDG: P.O. Box 61185, Houston, TX 77208-1185; SBDG Hotline: (713) 837-0819
 - Develops new strategies to expand the Small/Minority/Women Business Enterprises (S/MWBE) Program for PWE.
 - Provides outreach and education for S/MWBE's regarding accessibility and opportunities for participation in PWE contracts.
 - Reviews projects prior to advertisement to set realistic S/MWBE participation goals.
 - Ensures departmental compliance with the Mayor's Executive Order 1-7, "Pay or Play Program" (POP).

CITY OF HOUSTON - ADMINISTRATION & REGULATORY AFFAIRS – STRATEGIC PURCHASING DIVISION

Calvin D. Wells, City Purchasing Agent

901 Bagby, City Hall, B-109; Houston, TX 77002; (713) 247-1740 or (832) 393-8800; Fax: (713) 247-1723

Web site: <https://purchasing.houstontx.gov>

- Informal and formal bids for supplies and nonprofessional services
- Vendor number application and information at (713) 247-1740 or (832) 393-8800
- Bid notices are available from the following sources:
 1. Notice to Bidder section of the Houston Business Journal (Fridays)
 2. City Hall, 901 Bagby, Room B-120, posted in the Service Assistance area
 3. Municipal Access Channel, weekly
 4. Notice to Bidder and Notice of Proposals on the Internet: web site: <https://purchasing.houstontx.gov>

CITY OF HOUSTON - HOUSTON AIRPORT SYSTEM

Janice D. Woods, Administration Manager

16930 John F. Kennedy Blvd.; Houston, TX 77032; (281) 233-3000; Fax: (281) 233-1830

Web site: www.houstonairportsystem.org

- Information on planning, design, and construction for three airport facilities

CITY OF HOUSTON - HOUSTON AIRPORT SYSTEM – SMALL BUSINESS DEVELOPMENT AND CONTRACT COMPLIANCE DIVISION

James G. Pierre, Manager

18600 Lee Rd., Humble, TX 77338; (281) 233-7833; Fax: (281) 230-8020

- Provides information to Minority, Women, and Disadvantaged Business Enterprises (MWDBEs) on contracting opportunities at George W. Bush Intercontinental, William P. Hobby, and Ellington Field Airports.
- Administers Federal Disadvantaged Business Enterprise (DBE) Program.
- Assists prime contractors with identifying certified MWDBEs for subcontracting opportunities.
- Initiates outreach activities designed to increase small and MWDBE participation on Houston Airport System projects and contracts.
- Monitors prime contractor MWDBE utilization and prevailing wage compliance.

CITY OF HOUSTON - ONE STOP BUSINESS ASSISTANCE CENTER

Neil Polansky, Manager

900 Bagby, City Hall Annex, Public Level; Houston, TX 77002; (832) 393-0951; Fax: (713) 247-2710

Web site: www.houstontx.gov/onestop

- Provides the free, 50 page Getting Started Packet for new and existing businesses, including information on permits, licenses, and applicable regulations
- Directs businesses to sources of technical assistance, counseling, networking, mentoring, incubator, and educational opportunities
- Provides Service Corps of Retired Executives (SCORE) business management counseling in-office
- Provides information and referrals to local, state, and federal financing programs, and incentives for new and existing small businesses
- Refers minority, women, and disadvantaged businesses to certification programs, HUB programs, and contracting opportunities with the City of Houston as well as other government agencies
- Provides troubleshooting and liaison assistance for businesses attempting to obtain permits and certificates issued by the City of Houston
- E-mail: onestopbusinesscenter@cityofhouston.net

OTHER CERTIFICATION OR S/M/W/DBE PROGRAMS

AT &T (FORMERLY SBC)

Web site: www.attsuppliers.com.

- For more information on how to do business with AT&T and on AT&T's Supplier Diversity Programs, visit www.attsuppliers.com.

HOUSTON BUSINESS DEVELOPMENT, INC.

Business and Technology Center
Marlon D. Mitchell, Executive Director
5330 Griggs; Houston, TX 77021; (713) 845-2400; Fax: (713) 645-2830
Web site: www.hbdinc.org

- Low interest rate, long-term financing
- General business counseling and planning
- Resource library equipped with entrepreneurial start-up guides, trade journals, state of the art computers, and software
- Workshops and training sessions
- Office space and administrative support services

HOUSTON COMMUNITY COLLEGE SYSTEM (HCCS)

Small Business Development Program
3100 Main; Houston, TX 77002; (713) 718-5319; Fax: (713) 718-5206
Web site: www.hccs.edu

- Assist small/minority/women/Business Enterprises
- Provide community outreach programs to inform firms of SBE program and contracting opportunities
- Educate firms on how to do business with HCCS via workshops and seminars
- Notify businesses about upcoming opportunities
- Ensure contract compliance is enforced on HCCS projects
- Provide technical assistance for approved vendors
- Provide SBEs opportunities to participate in business incubator program
- Utilize SBD web site to promote program initiatives
- Utilize online event registration to outreach to SBEs
- Collaborate with SBE/M/WBE advocates to assist all firms seeking to do business with HCCS
- Host monthly procurement forums and business expos (1st Monday of the month, 8:00 - 10:00 a.m., 3100 Main, 2nd Floor in the Auditorium)
- Encourage and assist firms with international trade opportunities in conjunction with HCCS
- Co-sponsor SBE Networking Forums/Workshops
- Web site: www.hccs.edu. Click on business and community. Click on vendor information.

HOUSTON INDEPENDENT SCHOOL DISTRICT (HISD)

Office of Business Assistance
Kandyce Hernandez, Manager of Supplier Diversity
4400 W. 18th St., Level 1 (SE); Houston, TX 77092; (713) 556-7222 (or 7201)
Web site: www.houstonisd.org

- Assist Minority/Women/Business Enterprises (M/W/BE) with registration
- Establish accountability of money spent with M/W/BE firms
- Enhance the District's commitment to our community
- Provide bid notifications of upcoming bid projects
- Provide M/W/BE firms with contact information of general contractors
- Mentor and counsel businesses individually or in group settings
- Provide bilingual business consulting service
- Provide assistance with marketing and business brochures

- Give referrals on the District's Procurement Services
- Conduct monthly workshops (every 1st Monday of the month at 8:30 a.m.)
- Work with Community Partnerships Department to

develop alliances with major business partners that can offer mentoring, tutoring, supplies, services or financial contributions that can assist individual schools within HISD

HOUSTON MINORITY BUSINESS COUNCIL, INC. (HMBC)

Richard A. Huebner, President

Three Riverway, Suite 555; Houston, TX 77056; (713) 271-7805; Fax: (713) 271-9770

Web site: www.hmbc.org

- Corporate contact directory
- Minority Business Enterprise (MBE) and Corporate membership networking organization
- MBE certification accepted by State of Texas
- Business referrals/weekly bid list/procurement portal
- Educational seminars, workshops and professional services forums
- Annual EXPO, Texas' largest Minority Business
- Development Trade Fair
- Membership Guide to Member Services
- Scholarship Program
- Networking luncheons and special events
- MBE professional services web site
- Business consultants offering guidance and advice
- E-mail: info@hmbc.org

METROPOLITAN TRANSIT AUTHORITY OF HARRIS COUNTY (METRO)

Cynthia Dudley, Small Business Program Officer

1900 Main St.; Houston, TX 77002; Fax: (713) 739-3857

Web site: www.ridemetro.org

- Certification program for small businesses
Cynthia Dudley, Small Business Development and Assistance Officer; (713) 739-4070; E-mail: cd06@ridemetro.org
- Management and technical assistance programs (METRO Opportunities University)
- Quarterly networking forums
Shurronda Murray, Small Business Projects Specialist; (713) 739-4845; E-mail: sd01@ridemetro.org
- Monthly networking/Procurement Breakfast and Evening Forum, and Outreach
- Outreach and networking events

PORT OF HOUSTON AUTHORITY

111 East Loop North; Houston, TX 77029; (713) 670-2400; Fax: (713) 670-2498

Web site: www.portofhouston.com

Small Business Development Staff:

Gilda Ramirez, Small Business Development Director; (713) 670-2590

Toloria Allen, Small Business Development Contract Compliance Analyst; (713) 670-2516

Pedro Garcia, Small Business Development Senior Outreach Coordinator; (713) 670-2588

Priscilla Burroughs, Small Business Development Certification Specialist; (713) 670-2418

Nola Sears, Small Business Development Division Administrative Coordinator; (713) 670-2597

Purchasing Staff, Fax: (713) 670-2465

Curtis Rose, Purchasing Manager; (713) 670-2460

Glenn Martin, Buyer; (713) 670-2463

The Port of Houston Authority's program is a race and gender neutral goal oriented program, targeting small businesses or requiring contractors to utilize small businesses. Under the program, all eligible contracts have a goal of 35% small business participation.

TEXAS BUILDING AND PROCUREMENT COMMISSION HISTORICALLY UNDERUTILIZED BUSINESS (HUB) CERTIFICATION AND COMPLIANCE PROGRAM

HUB Program

P.O. Box 13047; Austin, TX 78711-3047; (512) 463-5872; Fax: (512) 236-6275; Toll free: (888) 863-5881

- Office in charge of the state's HUB certification program

TEXAS DEPARTMENT OF TRANSPORTATION - BUSINESS OPPORTUNITY PROGRAMS SECTION (TXDOT)

Efrem Casarez, Director of Disadvantaged Business Enterprise Program

James Dossett, Director, Business Opportunity Programs Office; (512) 486-5500

125 East 11th; Austin, TX 78701; (866) 480-2518; (512) 486-5500; Fax: (512) 486-5509

- Certification of DBEs
- Technical assistance program
- Assists DBEs in procuring TXDOT contracts

WOMEN'S BUSINESS ENTERPRISE ALLIANCE (WBEA)

1900 North Loop West, Suite 270; Houston, TX 77018; (713) 681-9232; Fax: (713) 681-9242

Web site: www.wbea-texas.org

- Women's Business Enterprise National Council (WBENC) National Certification Program
- Breakfasts, luncheons, and after-hours networking events
- Women Business Entrepreneurs (WBE) trade fairs
- Monthly educational workshops
- Corporate contact list
- Suppliers Guide
- "Keys to Success" Networking Luncheons
- Educational programs
- Buyer workshops
- Annual Awards Program
- WBE member orientation
- Annual Women's Business Opportunity Expo
- Mentoring Program
- Annual Golf Classic and Auction
- E-mail: certification@wbea-texas.org (certification); events@wbea-texas.org (events); and admin@wbea-texas.org (other inquiries)
- WBE scholarships

BUSINESS RESOURCES

ACRES HOME CENTER FOR BUSINESS AND ECONOMIC DEVELOPMENT

Beulah Ann Shepard, Chairman

Kevin Solomon, Coordinator

6112 Wheatley; Houston, TX 77091-3947; (713) 692-7161; Fax: (713) 691-7131

- Business counseling
- Workshops and training sessions

BUSINESS INFORMATION CENTER

Marlon D. Mitchell, Executive Director

Houston Business Development, Inc.

5330 Griggs Road, Suite G101; Houston, TX 77021-3717; (713) 845-2424; Fax: (713) 845-2449

- On-site, cross-trained customer service representatives from Houston Business Development, Inc., Service Corps of Retired Executives (SCORE), and Urban Business Initiative (UBI)
- Access to express loans up to \$25,000
- Internet access, videotapes, entrepreneur books on business operations, etc.
- Offers business start-up guides, one-on-one counseling, and on-site seminars

HOUSTON MINORITY BUSINESS ENTERPRISE CENTER (MBEC)

Milton Thibodeaux, Project Director

4801 Woodway, Suite 210-W; Houston, TX 77056; (713) 644-0821 (ext. 254); Fax: (713) 644-3523

Web site: www.houstonmbec.com

Houston MBEC is funded in part by the Minority Business Development Agency, U.S. Department of Commerce and currently operated by Grijalva & Allen, P.C., in cooperation with twenty-five community based strategic partners. Services provided include the following:

- Management training
- Personnel policies and handbooks
- Marketing
- Accounting and budgeting
- Tax compliance and planning
- Business planning
- Market research
- Demographic research
- Site selection
- Inventory control
- Computer and web page design
- Feasibility studies
- Identifying lenders and investors
- Loan packaging
- Bonding assistance
- Identify bid opportunities
- Bid preparation
- Contract negotiation
- 8(A) packaging

MCGRAW HILL CONSTRUCTION DODGE

George Neitzey, Account Representative

10606 Hempstead Rd., Suite 110; Houston, TX 77092; (713) 658-3297; Fax: (832) 201-8395

- Dodge Reports - daily news service listing new construction information
- Dodge Plans - electronic delivery of plans and specifications
- Plan room to review plans and specifications – subscribers only
- Construction statistics
- Daily construction information in print or online
- Online plan room

SERVICES COOPERATIVE ASSOCIATION (SCA) – a Texas chartered not-for-profit cooperative association

C. Dean Kring, Executive Director and Director of Research

9600 Long Point, Suite 150; Houston, TX 77055-4266; (713) 932-7495 (ext. 13); Fax: (713) 932-7498

Web site: <http://www.servicesca.org>

- Conducts Houston Business CrossRoads Networking Breakfast every Wednesday (since 1983) for emerging business owners to meet owners of established companies and representatives of large companies in order to improve the skills of start-up and early stage business owners in market expansion, business development, entrepreneurial education, and professional growth (for information or reservations, call (713) 932-7495 ext. 48)
- Sponsors the oldest small business incubator in Texas (since 1985) and the first Women's Business Center in the United States (since 1990) which provide the resources, environment, and methodology to accelerate business growth
- When accepted into an incubator development program, companies have a mentor, a professional development coach, an advisory board, office space, computer, web site, assistance with the business plan, marketing strategy, and instruction in personal selling skills in an increased contact base.
- Conducts annual trade fairs in the spring and fall, entrepreneurial workshop in July, and the coming year's Houston Economic Forecast in January
- Assists companies past the start-up stage in marketing, operations, administration, and finance
- E-mail: service@servicesca.org

SMALL BUSINESS ADMINISTRATION (SBA)

Cleveland Baker, Assistant District Director

8(a) Business Development

8701 South Gessner Dr., Suite 1200; Houston, TX 77074-1591; (713) 773-6500 (ext. 6541); Fax: (713) 773-6550

Web site: www.sba.gov

- Assistance to small businesses
- Bonding (The SBA guarantees surety companies against a percentage of losses sustained on contracts up to 1.25 million dollars in face value.)
- The SBA has offices located around the country. For the one nearest you, consult the telephone directory under U.S. Government or call the Small Business Answer Desk at 1-800-UASK-SBA or Fax: (202) 205-7064.

SMALL BUSINESS ADMINISTRATION RESOURCE PARTNER - SERVICE CORPS OF RETIRED EXECUTIVES (SCORE)

Anil Prasad, Chairperson

8701 South Gessner Dr., Suite 1200; Houston, TX 77074-1591; (713) 773-6565; Fax: (713) 773-6551

Web site: www.scorehouston.org

- Free and individual business counseling tailored to meet individual needs and objectives of small business owners
- Seminars on "Starting and Running Your Own Business" (Each month there is one seminar on a Saturday and one on a Wednesday)
- Workshops on "Business Plans," "Marketing," and "Cash Management and Record Keeping" geared to teach the answers to important issues
- Business Information Center (BIC) equipped with computers, resource library with complete information on several hundred businesses and subject specific reference books
- Outreach activity through use of Field Visit and Speakers Bureau Committee
- Other Houston office locations at: Palm Center; 5330 Griggs Road; (713) 845-2424 and One Stop Business Center – City Hall Annex; 900 Bagby St.; (713) 247-2982
- E-mail: score37@scorehouston.org

TEXAS SOUTHERN UNIVERSITY - ECONOMIC DEVELOPMENT CENTER (EDC)

Ella M. Nunn, Director

Texas Southern University, School of Business

3100 Cleburne Avenue, Suite 151; Houston, TX 77004; (713) 313-7785; Fax: (713) 313-7101

Web site: www.tsu.edu/academics/business

Services listed below are offered without a charged fee:

- GED training, remedial education, and jobs skills training for individuals
- Education and training workshops/seminars for existing or potential business owners; one-on-one technical assistance in business development for business start-ups and expansions
- Limited technical assistance and information to community-based organizations
- Partnerships or collaborations with community-based organization for economic development projects
- Limited small business marketing and feasibility studies
- Promotes small and minority business development
- E-mail: nunn_em@tsu.edu

UNIVERSITY OF HOUSTON SMALL BUSINESS DEVELOPMENT CENTER NETWORK

Mike Young, Executive Director

Jacqueline Taylor, Associate Region Director

James B. Evans, Assistant Region Director

2302 Fannin, Suite 200; Houston, TX 77002; (713) 752-8444; Fax: (713) 756-1500

Web site: www.sbdcnetwork.uh.edu

Houston Metropolitan Center

Roberta Skebo, Director; (713) 752-8400

- Free business consulting for small businesses, including: business planning, marketing, loan packaging, and

- financing
- Comprehensive business library and bilingual consulting

Procurement Technical Assistance Center

Carey White, Director; (713) 752-8466

- Free consulting, including: the development of government markets and assistance with bid packages and proposals for local, state, and federal opportunities
- Assistance with contract specifications, quality control, and cost accounting standards
- Library with government contract specifications

Training Center

Gina Mattie, Director; (713) 752-8485

- Low-cost workshops and seminars covering a wide range of business skills, including: management, computers, finance, marketing, manufacturing, and basics of starting a business

Direct Business Assistance Program

Roberta Skebo, Director; (713) 752-8400

- Referral service providing reduced-fee business professionals, including: attorneys and CPAs

FINANCIAL RESOURCES

CITY OF HOUSTON - HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT

Richard Celli, Director

601 Sawyer Street, 4th floor; Houston, TX 77007; (713) 868-8305; Fax: (713) 865-4135

- Information on tax exempt bond financing for educational facilities, health facilities, and industrial developments
- Financing for affordable housing developments

HOUSTON-GALVESTON AREA LOCAL DEVELOPMENT CORPORATION

James Walsh, Loan Specialist

3555 Timmons Lane, Suite 120; Houston, TX 77027; (713) 499-6675; Fax: (832) 681-2543

- Administers the SBA 504 program
- 504 loans up to \$2 million

OFFICE OF THE GOVERNOR, ECONOMIC DEVELOPMENT AND TOURISM

Economic Development Bank

221 E. 11th Street; Austin, TX 78701; P.O. Box 12428; Austin, TX 78711; (512) 936-0100; Fax: (512) 936-0188

Contact information:

Bridget Holland; Industrial Revenue Bonds, Linked Deposit Program; e-mail: bridget.holland@governor.state.tx.us

Magdalena Blanco; Leverage Fund; e-mail: Magdalena.blanco@governor.state.tx.us

Brenda Clear; Enterprise Zone Program; e-mail: Brenda.clear@governor.state.tx.us

Donna Weinberger-Rourke; Product Development, Small Business Incubator, Industry Development; e-mail:

donna.weinberger-rourke@governor.state.tx.us

For more information, refer to web site at <http://www.governor.state.tx.us/divisions/ecodev>

Texas Enterprise Zone Program

- The Texas Enterprise Zone program is an economic development tool for local communities to partner with the State of Texas to encourage job creation and/or retention and capital investment in economically distressed areas of

the state.

- Local and state incentives may be provided to qualified businesses that are designated Texas Enterprise Projects.
- Projects may be physically located in or outside of an Enterprise Zone.
- If located within a zone, the qualified business commits that 25% of their new employees will meet economically disadvantaged or enterprise zone residency requirements.
- If located outside of a zone, the qualified business commits that 35% of their new employees will meet economically disadvantaged or enterprise zone residency requirements.

Texas Leverage Fund Program

- Texas Leverage Fund (TLF) provides an additional source of financing to communities that have adopted the 4A/4B economic development sales tax.
- Communities may leverage their future sales tax revenues to support job creation and retention efforts.
- Available for interim, long-term or gap financing, the TLF provides flexible terms to match the unique needs of communities, with maturities of up to 15 years.
- A maximum loan amount of \$5 million.

Product Development Program and Small Business Incubator Loan Programs

- The purpose of the Product Development Fund is to provide financing to aid in the development and production, including the commercialization of new or improved products in Texas.
- Small Business Incubator Fund is to provide financing to foster and stimulate the development of Texas small businesses.
- Statutory preference is given to products or businesses in the areas of semiconductors, nanotechnology, biotechnology, and biomedicine that have the greatest likelihood of commercial success, job creation and job retention in Texas.

Texas Industry Development Loan Program

- The Texas Small Business Industrial Development Corporation, otherwise known as Texas Industry Development (TID) Loan Program, provides capital to Texas communities and eligible 501 (c) 3 corporations at favorable market rates.
- The program supports eligible tax exempt public purpose projects that stimulate economic development within the community.
- The loans are available with low cost, variable rate long term financing with the term of the loan not extending beyond the useful life of the assets and up to bond maturity in 2025.

State of Texas Industrial Revenue Bond Program

- The Development Corporation Act allows cities, counties, conservation, and reclamation districts to form non-profit industrial development corporations or authorities on their behalf. The purpose is to issue taxable and tax-exempt bonds for eligible projects in the state.

Texas Linked Deposit Program

- Established to encourage lending to historically underutilized businesses, child-care providers, non-profit corporations, and/or small or medium-sized businesses located in an Enterprise Zone

U.S. SMALL BUSINESS ADMINISTRATION 7(a) Loan Program

8701 South Gessner Dr., Suite 1200; Houston, TX 77074-1591; (713) 773-6500 ext. 6518; Fax: (713) 773-6550

Web site: www.sba.gov or Pro-net web site at <http://pro-net.sba.gov>

- Guarantees up to 85% of amount provided by commercial lenders on loans up to \$150,000
- Loans over \$150,000 receive a 75% guarantee
- Uses include debt refinancing, land, building, equipment, and working capital
- No minimum guarantee; Maximum guarantee of \$1 million
- Low Documentation Loan Program ("Low-Doc") (up to \$150,000) for new and emerging businesses
- Bonding (The SBA guarantees surety companies against a percentage of losses sustained as a result of a contractor's default on a guaranteed bid, payment, or performance bond.)
- The SBA has offices located around the country. For the one nearest you, consult the telephone directory under U.S. Government or call the Small Business Answer Desk at 1-800-UASK-SBA or Fax: (202) 205-7064.

CONSTRUCTION RELATED ORGANIZATIONS / ASSOCIATIONS

AIR CONDITIONING CONTRACTORS ASSOCIATION OF GREATER HOUSTON

Amanda Jones, Executive Director

2600 S. Gessner, #111; Houston, TX 77063; Ph: (713) 781-4822; Fax: (713) 781-1842

E-mail: amandajones@accagh.org

ALLIANCE OF MINORITY CONTRACTORS OF HOUSTON (AMCH)

Eugene Herrera, Chairman

1616 West 22nd; Houston, TX 77008; Ph: (713) 460-0666; Fax: (713) 460-0673

E-mail: edhginio@sbcglobal.net

AMERICAN INSTITUTE OF ARCHITECTS (AIA) – HOUSTON CHAPTER

Barrie Scardino, Executive Director

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3334 Richmond Avenue; Houston, TX 77098; Ph: (713) 864-4040; Fax: (713) 864-4141

AMERICAN SOCIETY OF SAFETY ENGINEERS, THE GULF CHAPTER

Lawrence Schulze, Ph.D., President

P.O. Box 570728-509; Houston, TX 77257; Ph: (713) 743-4196; Fax: (713) 743-4190

AMERICAN SUBCONTRACTORS ASSOCIATION

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ASSOCIATED BUILDERS & CONTRACTORS OF GREATER HOUSTON (ABC)

Russell Hamley, President

3910 Kirby Dr., Suite 131; Houston, TX 77098-4151; Ph: (713) 523-6222; Fax: (713) 874-0747

E-mail: Russell@abchouston.org

ASSOCIATED GENERAL CONTRACTORS OF AMERICA, INC. - HOUSTON CHAPTER (AGC)

Jerry Nevlud, President/CEO

3825 Dacoma St.; Houston, TX 77092-8717; Ph: (713) 843-3700; Fax: (713) 843-3777

E-mail: jerry.n@agchouston.org

Web site: www.agchouston.org

AGC OF TEXAS HIGHWAY, HEAVY, UTILITIES AND INDUSTRIAL BRANCH - HOUSTON BRANCH

A. P. Boyd, Area Manager

2400 Augusta Dr., #180; Houston, TX 77057; Ph: (713) 334-7100; Fax: (713) 334-7130

E-mail: Houston@agctx.org

ASSOCIATED MASONRY CONTRACTORS OF HOUSTON

P.O. Box 541413; Houston, TX 77252-1413; Ph: (713) 806-3086; Fax: (713) 523-1778

Web site: www.amch.org

ASSOCIATED PLUMBING-HEATING-COOLING CONTRACTORS OF TEXAS

505 E. Huntland Dr., # 170; Austin, TX 78752; Ph: (512) 454-3445; Ph: (800) 831-9313; Fax: (512) 454-4191

E-mail: PHCC General info@phcc-tx.org

ASSOCIATION OF BLACK CONSULTING ENGINEERS & ARCHITECTS

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8303 S.W. Freeway, Suite 600; Houston, TX 77074; Ph: (713) 271-2900; Fax: (713) 271-2999

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Richard Battle, President

14418 Hiram Clark Rd.; Houston, TX 77045; Ph: (713) 433-5278; Fax: (713) 433-5287

CONSTRUCTION FINANCIAL MANAGERS ASSOCIATION (CFMA)

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202 Basswood Dr.; Spring, TX 77386; Ph: (281) 367-9500

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E-mail: twood@ghba.org

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E-mail: Frontier.cont@pdq.net

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E-mail: ateas@haaonline.org

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E-mail: tbetancourt@houstonboma.org

HOUSTON BUILDING TRADES COUNCIL

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E-mail: houbtr@msn.com

HOUSTON CONTRACTORS ASSOCIATION (HCA)

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E-mail: jnielsen@houstoncontractors.org

Web site: www.houstoncontractors.org

HOUSTON COUNCIL OF ENGINEERING COMPANIES, INC.

Chris Lindsay, Executive Director

2180 N. Loop W., Suite 221; Houston, TX 77018; Ph: (713) 426-0800; Fax: (713) 426-0801

E-mail: chris@houstoncec.org

HOUSTON HISPANIC ARCHITECTS AND ENGINEERS (HHAЕ)

Emmanuel De Pau, HHAЕ President 2008

P.O. Box 421372; Houston, TX 77042; Ph: (281) 496-0066; Fax: (281) 496-0220

E-mail: edepau@huitt-zollars.com

Web site: www.hhae.org

HOUSTON MINORITY BUSINESS ENTERPRISE CENTER

Milton Thibodeaux, Project Director

4801 Woodway, Suite 210-W; Houston, TX, 77056; Ph: (713) 644-0821 (ext. 254); Fax: (713) 644-3523

Web site: www.houstonmbec.com

HOUSTON SHEET METAL CONTRACTORS ASSOCIATION

Glenn Rex, Executive Director

P.O. Box 680525; Houston, TX 77268-0525; Ph: (281) 440-4380; Fax: (281) 440-4386

E-mail: grex@mcahouston.org

INDEPENDENT ELECTRICAL CONTRACTORS, INC. (IEC) TEXAS GULF COAST

Robert Jones, Deputy Executive Director

601 N Shepherd Dr., #330; Houston, TX 77007-1325; Ph: (713) 869-1976; Fax: (713) 862-9552

MECHANICAL CONTRACTORS ASSOCIATION OF HOUSTON (MCA)

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E-mail: grex@mcahouston.org

NATIONAL ASSOCIATION OF MINORITY CONTRACTORS, INC., GREATER HOUSTON CHAPTER (NAMC)

3825 Dacoma St.; Houston, TX 77092; Ph: (713) 870-2459; Fax: (713) 843-3777

Web site: www.namctexas.com

NATIONAL ASSOCIATION OF THE REMODELING INDUSTRY, HOUSTON CHAPTER

P.O. Box 6152; Pasadena, TX 77506; Ph: (713) 621-6274; Fax: (281) 428-7379

NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION, HOUSTON CHAPTER

Brook Sterling - Membership

Ph: (713) 688-6886

E-mail: desfloor1@aol.com

PAINTING AND DECORATING CONTRACTORS OF AMERICA (PDCA)

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Ph: (713) 675-7521; Fax: (713) 675-1146

ROOFING CONTRACTORS ASSOCIATION OF TEXAS

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10545 Aldine West Field Rd.; Houston, TX 77093; Ph: (713) 691-1112; Fax: (713) 691-1173

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SOUTHEAST TEXAS CHAPTER OF NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION (NECA)

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E-mail: agrainey@setxneca.org

UPTOWN DEVELOPMENT AUTHORITY

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1980 Post Oak Blvd., #1580; Houston, TX 77056; Ph: (713) 621-2011; Fax: (713) 622-4678

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U.S. GREEN BUILDING COUNCIL, GREATER HOUSTON AREA CHAPTER

Contact: Tim Murray

Ph: (713) 850-6521

WOMEN CONTRACTORS ASSOCIATION (WCA)

Amy Kalmin, Executive Director

P.O. Box 6757; Houston, TX 77265; Ph: (713) 807-9977; Fax: (713) 807-9917

E-mail: akalmin@womencontractors.org

Web site: www.womencontractors.org

PLAN ROOMS

The names of several organizations with plan rooms are noted below. If you are interested in visiting one of these plan rooms, please call the organization in advance, to find out whether or not there are any requirements or costs associated with using their plan room.

AMTEK INFORMATION SERVICE, INC.

4001 Sherwood Lane; Houston, TX 77092; Ph: (713) 956-0100

ASSOCIATED BUILDERS & CONTRACTORS OF GREATER HOUSTON

3910 Kirby Drive; Houston, TX 77098; Ph: (832) 613-0201; Fax: (832) 613-0346

ASSOCIATED GENERAL CONTRACTORS OF AMERICA, INC. – HOUSTON CHAPTER

3825 Dacoma St.; Houston, TX 77092; Ph: (713) 843-3700

AGC OF TEXAS HIGHWAY, HEAVY, UTILITIES AND INDUSTRIAL BRANCH – HOUSTON

2400 Augusta Dr., #180; Houston, TX 77057; Ph: (713) 334-7100

HOUSTON MINORITY BUSINESS ENTERPRISE CENTER

4801 Woodway, Suite 210-W; Houston, TX 77056; Ph: (713) 644-0821

MCGRAW HILL CONSTRUCTION DODGE

10606 Hempstead Rd., Suite 110; Houston, TX 77092; Ph: (713) 658-3297; Fax: (832) 201-8395

If you have updates or changes regarding the information in this Construction Industry Resource Guide, please call (713) 837-9043 or fax the updates/changes to (713) 837-9053.